



BUS 100-80
3 Credit Hours
Introduction to Business
Spring 2016
Instructor Information

Instructor	Ted Major
E-mail & phone	tmajor@sheltonstate.edu 205-391-2276
Student hours & location	Tues. & Thurs.: 9:45–10AM; 11:15–11:30AM; 12:45–1PM Wednesdays: 10–11:45AM Martin 2618
Website	http://learningbusiness.net
Division Chair's E-mail & phone	amcleod@sheltonstate.edu 205-391-5863

Course Information

Prerequisites	RDG 085 or equivalent placement score; ELO 100 Students are required to complete prerequisites for this course. Students who enroll without completing prerequisites for this course may be withdrawn by the College and may not qualify for a refund of tuition. It is the responsibility of the student to ensure that all course prerequisites are completed and documented at the College.
Course Description	This is a survey course designed to acquaint the student with American business as a dynamic process in a global setting. Topics include the private enterprise system, forms of business ownership, marketing, factors of production, personnel, labor, finance, and taxation.
Student Learning Outcomes	The five general education areas for the college are mathematical skills, computer skills, writing skills, oral communication skills, and critical thinking skills.
Day & time	Online
Class location	Online
Course textbook	<i>BUSN 8</i> , Marce Kelly & Chuck Williams, Cengage 2016 ISBN: 978-1-285-77530-2 <i>BUSN 7</i> or <i>BUSN 9</i> are acceptable substitutions. Appendix 2: http://academic.cengage.com/resource_uploads/downloads/1111221464_263560.pdf
Last Date of Withdrawal	April 7, 2016
Make-up policy	It is your responsibility to make arrangements with me to make up missed work. Because this is an online class with flexible due dates, you should be able to work around unexpected emergencies. If you know in advance that you will be able to meet a deadline, notify me in advance to work out an alternate schedule. Do not expect to be able to miss work and then arrange for a make-up after the fact.
Class Activities	During the semester, you will be required to take weekly quizzes, read and contribute to the course discussion every week, and take a midterm and a final exam.
Midterm & Final Exams	Midterm Exam, February 24–March 1 Final Exam, April 28–May 4

College Policy Information

Academic Honesty	Students are expected to be honorable in all college assignments. Whether academic misconduct has occurred and what sanctions are to be imposed will be determined by the instructor. A student who opposes a sanction imposed by an instructor may appeal to the appropriate Associate Dean.
Attendance Policy	SSCC Attendance Policy: Students are expected to attend all classes for which they are registered, to be prompt, and to remain in class/lab for the entire time. Attendance will be recorded at every class/lab meeting. On the final grade report, instructors are required to identify the last day of attendance for all students who receive a grade of "F" or "U." Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from the class. Withdrawal from class can affect eligibility for federal financial aid. Students who are unable to attend at least 80 percent of class meetings, regardless of the reason or circumstance, should withdraw from that class; excessive absences interfere with successfully completing a course.
Standard College Policies	The college catalog and website detail standard college policies for all teaching and learning activities. This class syllabus is intended to give further detail about the policies and expectations in <i>this</i> class. Students are expected to be aware of and abide by College policies in every class.
Student Email (Bucs Mail)	All students who are or have been registered for classes at Shelton State Community College are provided an e-mail account. Students who are currently registered must have an e-mail account. Electronic mail is the official method of communication for delivery of information. Shelton State designated communicators may use this e-mail account to send official communications to the student body. Student email addresses will be recorded in the college's electronic directories and records. To activate/sign in to your Bucs Mail account, visit the Bucs Mail icon at http://www.sheltonstate.edu .
Quality Enhancement Plan	Shelton State's Quality Enhancement Plan (QEP) <i>Improving Student Success in Online Classes</i>
Tutors and Office of Specialized Student Services	Shelton State Community College is dedicated to the success of its students. To further that goal, free tutoring is available to all currently enrolled students. If you need additional assistance to succeed, contact Annette Cook at acook@sheltonstate.edu . If you have a disability and need accommodations to help you be successful, contact Michele Minor at m.minor@sheltonstate.edu or visit her in the Office of Specialized Student Services.
Emergency Preparedness and Sexual Misconduct	Shelton State Community College continues to be committed to a safe teaching and learning environment for students and employees. In an effort to further strengthen efforts at keeping the College Community free from weapon-related violence and to eradicate sexual misconduct crimes and infractions, SSCC has recently enacted the following policies that address these areas specifically. Sexual misconduct is an often underreported crime and victims should be aware that SSCC has a confidential process in place for reporting such actions and for helping victims identify resources for assistance. Links to these policies and other important emergency preparedness related topics may be found on the college website: http://www.sheltonstate.edu/discover_sccc/emergency_preparedness.aspx .
EEOC Statement	The College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its admissions, programs, and services in compliance with Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title IX of the Educational Amendments of 1972, and the Americans with Disabilities Act of 1990. See more at http://www.sheltonstate.edu/discover_sccc/eoc_statement.aspx

Grading

Assignment	Percentage of Grade	Student's Score
Midterm Exam	25	
Final Exam	25	
Quizzes	20	
Class discussion	30	
	100%	

Percentage Grade	Letter grade
90–100	A
80–89	B
70–79	C
60–69	D
59 and below	F

BUS 100-80 Course Outline Calendar

Spring 2016

Date	Topics
Module 1: Learning to learn	
Wednesday, January 6, 2016	Classes Begin; Introduction to learning and study resources
Module 2: The Business Environment	
Wednesday, January 13, 2016	Chapter 1: Business now; Chapter 2: Economics
Wednesday, January 20, 2016	Chapter 3: The world marketplace
Wednesday, January 27, 2016	Chapter 4: Business ethics and social responsibility
Wednesday, February 3, 2016	Appendix 2: Business law
Module 3: Creating a Business	
Wednesday, February 10, 2016	Chapter 6: Business formation
Wednesday, February 17, 2016	Chapter 7: Small business and entrepreneurship
Wednesday, February 24, 2016	Midterm Exam, February 24–March 1
Module 4: Financing a Business	
Wednesday, March 2, 2016	Chapter 8: Accounting
Wednesday, March 9, 2016	Chapter 9: Finance
Wednesday, March 16, 2016	Spring Break (No classes)
Wednesday, March 23, 2016	Chapter 10: Financial markets; Personal finance appendix
Module 5: Marketing a Business	
Wednesday, March 30, 2016	Chapter 11: Marketing; Chapter 12: Product and promotion
Wednesday, April 6, 2016	Chapter 13: Distribution and pricing
Thursday, April 7, 2016	Last day to withdraw from classes
Module 6: Managing a Business	
Wednesday, April 13, 2016	Chapter 14: Management, motivation, and leadership; Chapter 15: Human resources management
Wednesday, April 20, 2016	Chapter 16: Managing information and technology; Chapter 17: Operations management
Thursday, April 28, 2016	Final Exam, April 28–May 4
This syllabus and the dates contained herein are aspirational and subject to revision during the semester.	